TPA ADDRESS INFORMATION

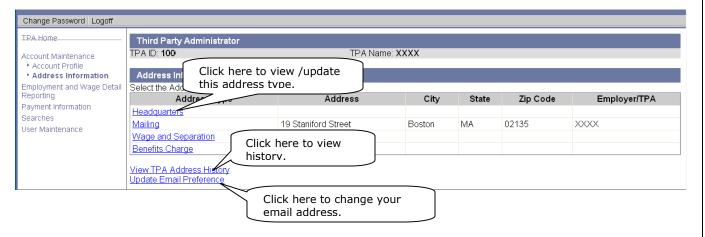
Introduction

This section of the document will explain how an authorized user can view the address information on a TPA account and modify it when necessary. You will also be able to modify your preferred email address for communication here. A TPA account can have up to four different types of addresses and they are: Headquarters, Mailing, Wage & Separation and Benefits Charge. The addresses provided for each type will be used as the mailing address for correspondences related to the address type.

Step-by-Step Instructions:

- 1. Navigate to the TPA home page. If required, please refer to the instructions in the section 'Logging In'.
- 2. Click on the link 'Account Maintenance'. The Account maintenance home page will appear.
- 3. Click on 'Address Information' to view /modify the address on the TPA account. The page shown below will appear.

NOTE: If you wish to view the address history associated with the account, click on the link 'View TPA Address History'.



4. **Changing address**: On the screen shown above, click on the address type (for example: 'Mailing') to view/modify the address. The following page will appear. Upon completion of your changes, click on 'Save'.

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You will be asked to confirm the address change. Confirm by clicking on 'Submit'. The address change is complete.

5. **Changing email address**: Click on the link 'Update Email Preference' shown in step 4. The following page will appear. Enter your contact email and click 'Submit' to update your changes.

